

MEMORANDUM

TO: Region Operations Managers

FROM: Tonya Bovender, Technical Writer *TB*

DATE: November 8, 1995

SUBJECT: Newest version of the *Promotions Coordinator Reference Manual*

As, I mentioned in the October 31, 1995 memo, the ROU Coordinator manuals are being completed periodically and sent to you. Enclosed is the newest version of the *Promotions Coordinator Reference Manual*. This manual outlines and details the major tasks that the Promotions Coordinator must complete, along with some of the systems information necessary for those tasks to be completed. Please ensure that your coordinator receives this copy of the manual. *(The only copy)*

Please remember that these manuals are to be used as reference tools by current coordinators and training tools for new coordinators and for crosstraining current coordinators. I hope that using them will make the coordinators' jobs easier.

The other manuals, for the Systems Coordinator and Personnel & Administration Coordinator are still under development. You should receive these manuals by the beginning of 1996.

If you have any questions or suggestions concerning any of the manuals, feel free to contact Don Williams at extension 5503 or Tonya Bovender at extension 0769.

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